

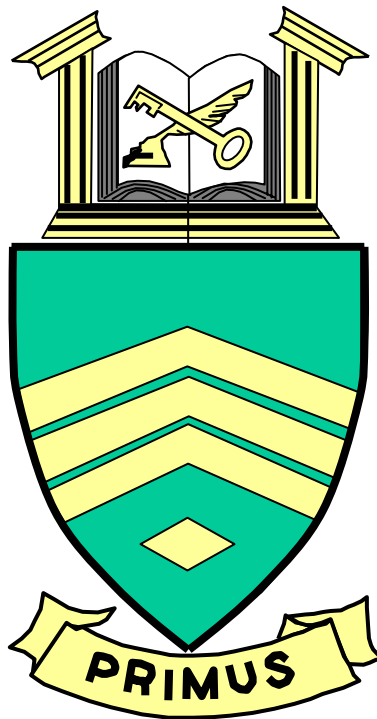
U.S. ARMY SERGEANTS MAJOR ACADEMY (FSC-TATS)

U661

JUN 04

UNIT MANNING REPORT

PRERESIDENT TRAINING SUPPORT PACKAGE



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PRERESIDENT TRAINING SUPPORT PACKAGE (TSP)

TSP Number / Title	U661 / UNIT MANNING REPORT
Effective Date	01 Jun 2004
Supersedes TSP(s) / Lesson(s)	U661, Unit Manning Report, Jun 02.
TSP Users	521-SQIM, First Sergeant Course
Proponent	The proponent for this document is the Sergeants Major Academy.
Improvement Comments	<p>Users are invited to send comments and suggested improvements on DA Form 2028, <i>Recommended Changes to Publications and Blank Forms</i>. Completed forms, or equivalent response, will be mailed or attached to electronic e-mail and transmitted to:</p> <p>COMDT USASMA ATTN ATSS DCF BLDG 11291 BIGGS FIELD FORT BLISS TX 79918-8002</p> <p>Telephone (Comm) (915) 568-8875 Telephone (DSN) 978-8875 E-mail: atss-dcd@bliss.army.mil</p>
Security Clearance / Access	Unclassified
Foreign Disclosure Restrictions	FD5. This product/publication has been reviewed by the product developers in coordination with the USASMA foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

PREFACE

Purpose

This Training Support Package provides the student with a standardized lesson plan of instruction for:

Task Number

Task Title

Individual

131-020-0040

Unit Manning Report

**This TSP
Contains**

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UNIT MANNING REPORT
U661 / Version 1
01 Jun 2004

SECTION I. ADMINISTRATIVE DATA

All Courses Including This Lesson	<u>Course Number</u> 521-SQIM	<u>Version</u> 1	<u>Course Title</u> First Sergeant Course																		
Task(s) Taught(*) or Supported	<u>Task Number</u> <u>INDIVIDUAL</u> 131-020-0040 (*)	<u>Task Title</u> Unit Manning Report																			
Reinforced Task(s)	<u>Task Number</u>	<u>Task Title</u>																			
Academic Hours	<p>The academic hours required to teach this lesson are as follows:</p> <table style="width: 100%;"> <tr> <td></td> <td style="text-align: center;">Distance Learning</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;"><u>Hours/Methods</u></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">2 hrs</td> <td>/ Study Assignment</td> </tr> <tr> <td>Test</td> <td style="text-align: center;">0 hrs</td> <td></td> </tr> <tr> <td>Test Review</td> <td style="text-align: center;">0 hrs</td> <td></td> </tr> <tr> <td colspan="2">Total Hours:</td> <td style="text-align: center;">2 hrs</td> </tr> </table>				Distance Learning			<u>Hours/Methods</u>			2 hrs	/ Study Assignment	Test	0 hrs		Test Review	0 hrs		Total Hours:		2 hrs
	Distance Learning																				
	<u>Hours/Methods</u>																				
	2 hrs	/ Study Assignment																			
Test	0 hrs																				
Test Review	0 hrs																				
Total Hours:		2 hrs																			
Test Lesson Number	Testing (to include test review)	<u>Hours</u> _____	<u>Lesson No.</u> N/A _____																		
Prerequisite Lesson(s)	<u>Lesson Number</u> None	<u>Lesson Title</u>																			
Clearance Access	Security Level: Unclassified Requirements: There are no clearance or access requirements for the lesson.																				
Foreign Disclosure Restrictions	FD5. This product/publication has been reviewed by the product developers in coordination with the USASMA foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.																				

References

<u>Number</u>	<u>Title</u>	<u>Date</u>	<u>Additional Information</u>
AR 600-8-6	PERSONNEL ACCOUNTING AND STRENGTH REPORTING	24 Sep 1998	
AR 680-29	MILITARY PERSONNEL - ORGANIZATION AND TYPE OF TRANSACTION CODES	29 Mar 1996	
DA PAM 600-8	MANAGEMENT AND ADMINISTRATIVE PROCEDURES	01 Aug 1986	
DA PAM 600-8-1	STANDARD INSTALLATION/DIVISION PERSONNEL SYSTEM (SIDPERS) BATTALION S1 LEVEL PROCEDURES	01 Mar 1989	
DA PAM 600-8-23	STANDARD INSTALLATION/DIVISION PERSONNEL SYSTEM (SIDPERS) DATABASE MANAGEMENT PROCEDURES	01 Apr 1992	

Student Study Assignments

All material included in this Training Support Package (TSP).

Instructor Requirements

None

Additional Support Personnel Requirements

<u>Name</u>	<u>Stu Ratio</u>	<u>Qty</u>	<u>Man Hours</u>
None			

Equipment Required for Instruction

<u>Id Name</u>	<u>Stu Ratio</u>	<u>Instr Ratio</u>	<u>Spt</u>	<u>Qty</u>	<u>Exp</u>
None					

* Before Id indicates a TADSS

Materials Required**Instructor Materials:**

None

Student Materials:

U661

Classroom, Training Area, and Range Requirements

None

**Ammunition
Requirements**

<u>Id</u>	<u>Name</u>	<u>Exp</u>	<u>Stu Ratio</u>	<u>Instr Ratio</u>	<u>Spt Qty</u>
None					

**Instructional
Guidance**

None

**Proponent
Lesson Plan
Approvals**

<u>Name</u>	<u>Rank</u>	<u>Position</u>	<u>Date</u>
Santa Barbara, Robert A.	GS-09	Training Specialist	
Adams, Chris L.	SGM	Chief Instructor, FSC	
Graham, Kevin L.	MSG	Chief, FSC	
Gratton, Steven M.	SGM	Chief, Functional Courses	
Bucher, George V.	GS-11	Chief, CMD	
Lemon, Marion	SGM	Chief, CDDD	

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SECTION II. INTRODUCTION

Method of Instruction: Study Assignment
Technique of Delivery: Individualized, self-paced Instruction
Instructor to Student Ratio is: 1:14
Time of Instruction: 5 mins
Media: None

Motivator

Improper assignment of soldiers creates requisitioning problems at all levels of command, up to and including the Department of the Army. As a first sergeant, you will use the unit manning report as a valuable tool in managing the soldier assets of your unit. This lesson will enhance your existing knowledge on the proper assignment or alignment of personnel and the unit manning report.

Terminal Learning Objective

At the completion of this lesson, you [the student] will:

Action:	Explain the unit manning report.
Conditions:	As a first sergeant, in a self-study environment, given SH-1, and extracts from DA Pams 600-8-23, 600-8-6 and 600-8 (SH-2), AR 680-29 (SH-3), and DA Pam 600-8-1 (SH-4).
Standards:	Explained the unit manning report IAW SH-1 thru SH-4.

Safety Requirements

None

Risk Assessment Level

Low

Environmental Considerations

NOTE: It is the responsibility of all soldiers and DA civilians to protect the environment from damage.

None

Evaluation

Before entering Phase II FSC-TATS, you will receive the end of Phase I Performance Examination that will include questions based on material in this lesson. On that examination, you must answer at least 70% of the questions correctly to achieve a GO.

Instructional Lead-In

Assigning and utilizing personnel properly requires your continuous attention to detail. The purpose of this lesson is to sharpen your ability in assigning personnel correctly in your unit. One of the major tools used in the personnel assignment process is the unit manning report (UMR). In this lesson you will learn about position vacancies; soldiers working in a MOS other than their primary or secondary MOS; programmed gains and losses; qualification indicators; and personnel data for all soldiers listed on the report.

SECTION III. PRESENTATION

A. ENABLING LEARNING OBJECTIVE

ACTION:	Explain the purpose of the unit manning report.
CONDITIONS:	As a first sergeant, in a self-study environment, given SH-2 and SH-3.
STANDARDS:	Explained the purpose of the unit manning report IAW SH-2 and SH-3.

1. Learning Step / Activity 1. Purpose of Unit Manning Reports.

Method of Instruction: Study Assignment
Technique of Delivery: Individualized, self-paced Instruction
Instructor to Student Ratio: 1:14
Time of Instruction: 30 mins
Media: SH-2 and SH-3

To complete the learning activity, you must--

- Read ELO A above.
- Read Student Handout SH-2 and SH-3 (Appendix D).
- Complete questions 1 thru 3, PE-1 (Appendix C).
- Compare your responses with the suggested solution in the solution to PE-1 (Appendix C).
- If your response does not agree with the answer in the solution discussion, review the lesson material.

CHECK ON LEARNING: PE-1 is the check on learning for this lesson.

B. ENABLING LEARNING OBJECTIVE

ACTION:	Explain special category position numbers for assigning personnel on the unit manning report.
CONDITIONS:	As a first sergeant, in a self-study environment, given SH-4.
STANDARDS:	Explained special category position numbers for assigning personnel on the unit manning report IAW SH-4.

1. Learning Step / Activity 1. Explain Special Category Position Numbers.

Method of Instruction: Study Assignment
Technique of Delivery: Individualized, self-paced Instruction
Instructor to Student Ratio: 1:14
Time of Instruction: 30 mins
Media: SH-4

To complete the learning activity, you must--

- Read ELO B above.
- Read SH-4, para 2-57b and para 2-57b(1) (Appendix D).
- Complete questions 4 and 5, PE-1 (Appendix C).
- Compare your responses with the suggested solution in the solution to PE-1, (Appendix C).
- If your response does not agree with the answer in the solution discussion, review the lesson material.

CHECK ON LEARNING: PE-1 is the check on learning for this lesson.

C. ENABLING LEARNING OBJECTIVE

ACTION:	Align the unit manning report.
CONDITIONS:	As a first sergeant, in a self-study environment, given SH-2.
STANDARDS:	Aligned the unit manning report IAW SH-2.

1. Learning Step / Activity 1. Align the Unit Manning Report

Method of Instruction: Study Assignment
Technique of Delivery: Individualized, self-paced Instruction
Instructor to Student Ratio: 1:14
Time of Instruction: 30 mins
Media: SH-2

To complete the learning activity, you must--

- Read ELO C above.
- Read SH-2 (Appendix D).
- Complete questions 6 thru 9, PE-1 (Appendix C).
- Compare your response with the suggested solution in the solution to PE-1, (Appendix C).
- If your response does not agree with the answer in the solution discussion, review the lesson material.

CHECK ON LEARNING: PE-1 is the check on learning for this lesson.

SECTION IV. SUMMARY

Method of Instruction: <u>Study Assignment</u>
Technique of Delivery: <u>Individualized, self-paced Instruction</u>
Instructor to Student Ratio is: <u>1:14</u>
Time of Instruction: <u>5 mins</u>
Media: <u>None</u>

Check on Learning

PE-1 serves as the check on learning for this lesson.

Review / Summarize Lesson

In the last couple of hours you did a review of and made changes to a unit manning report. The UMR is an important and effective tool in the personnel utilization process. As a first sergeant, it is important to maintain a current and updated UMR in order to effectively use soldiers properly.

Transition to Next Lesson

None

SECTION V. STUDENT EVALUATION

Testing Requirements

Before entering Phase II FSC-TATS, you will receive the end of Phase I Performance Examination that will include questions base on material in this lesson. On that examination, you must answer 70% of the questions correctly to achieve a GO.

Feedback Requirements

NOTE: Feedback is essential to effective learning.

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STUDENT QUESTIONNAIRE

Directions

- Enter your name, your rank, and the date you complete this questionnaire.

Rank: _____ Name: _____ Date: _____

- Answer items 1 through 6 below in the space provided.
- Fold the questionnaire so the address for USASMA is visible.
- Print your return address, add postage, and mail.

Note: Your response to this questionnaire will assist USASMA in refining and improving this course. While completing the questionnaire, answer each question frankly. Your assistance helps build and maintain the best curriculum possible.

Item 1	Do you believe you have met the learning objectives of this lesson?
Item 2	Was the material covered in this lesson new to you?
Item 3	Which parts of the lesson were most helpful to you in learning the objectives?
Item 4	How could we improve the format of this lesson?
Item 5	How could we improve the content of this lesson?
Item 6	Do you have additional questions or comments? If you do, please list them here. You may add additional pages if necessary.

ATTN ATSS DCF
COMDT USASMA
BLDG 11291 BIGGS FLD
FORT BLISS TX 79918-8002

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Appendix A - Viewgraph Masters (N/A)

Appendix B - Test(s) and Test Solution(s) (N/A)

PRACTICAL EXERCISE 1

Title	Unit Manning Report						
Lesson Number / Title	U661 version 1 / UNIT MANNING REPORT						
Introduction	None						
Motivator	None						
Terminal Learning Objective	At the completion of this lesson, you [the student] will: <table><tr><td>Action:</td><td>Explain the unit manning report.</td></tr><tr><td>Conditions:</td><td>As a first sergeant, in a self-study environment, given extracts from DA Pams 600-8-23, 600-8-6 and 600-8 (SH-2), AR 680-29 (SH-3), and DA Pam 600-8-1 (SH-4).</td></tr><tr><td>Standards:</td><td>Explained the unit manning report IAW SH-1 thru SH-4.</td></tr></table>	Action:	Explain the unit manning report.	Conditions:	As a first sergeant, in a self-study environment, given extracts from DA Pams 600-8-23, 600-8-6 and 600-8 (SH-2), AR 680-29 (SH-3), and DA Pam 600-8-1 (SH-4).	Standards:	Explained the unit manning report IAW SH-1 thru SH-4.
Action:	Explain the unit manning report.						
Conditions:	As a first sergeant, in a self-study environment, given extracts from DA Pams 600-8-23, 600-8-6 and 600-8 (SH-2), AR 680-29 (SH-3), and DA Pam 600-8-1 (SH-4).						
Standards:	Explained the unit manning report IAW SH-1 thru SH-4.						
Safety Requirements	None						
Risk Assessment	Low						
Environmental Considerations	None						
Evaluation	Before entering Phase II FSC-TATS, you will receive the end of Phase I Performance Examination that will include questions base on material in this lesson. On that examination, you must answer 70% of the questions correctly to achieve a GO.						
Instructional Lead-In	None						
Resource Requirements	Instructor Materials: None Student Materials: U661						
Special Instructions	None						

Procedures

This is a self-graded exercise.

Question 1

Using the Unit Manning Report: a female soldier is assigned to your unit under an assigned position number that shows block 33, ID code of A. What is the specialty code for the position that should be entered under block 33?

Question 2

Where would you assign a soldier on the UMR who you cannot properly slot?

Question 3

What is the purpose of the Absent Without Leave Statistical report?

Question 4

When individuals in your unit have no authorized position, how do you report them on the unit manning report?

Question 5

When your unit identifies an individual as reassignable over strength, how do you report them on the unit manning report?

Question 6

When making changes to the Unit Manning Report concerning MOS, where should those changes be annotated?

Question 7

What is the purpose of the Position and Incumbent Data report (AAC-C07)?

Question 8

What is the purpose of the Recommended List for Promotion of Enlisted Personnel report (AAC-C10)?

Question 9

What are the rules for processing the Unit Manning Report?

**Feedback
Requirements**

None

**SOLUTION FOR
PRACTICAL EXERCISE 1**

Question 1

The correct response is:

Female enlisted member.

Ref: SH-3, (AR 680-29), para 3-4a

Question 2

The correct response is:

These soldiers should be assigned to a position below the paragraph and line number most closely related to the duties being performed (that is, position number AB90).

Ref: SH-2 (AR 600-8-6), para 3-35h

Question 3

The correct response is:

This monthly report provides AWOL and DFR statistics by unit.

Ref: SH-2 (DA PAM 600-8-23), para 17-12b

Question 4

The correct response is:

Individuals who are not assigned to an authorized duty position will be reported by a special category position number in the 999 series.

Ref: SH-4 (DA Pam 600-8-1), para 2-57b

Question 5

The correct response is:

Series number 9990-- Identifies reassignable over strength personnel who should be assigned to another local unit.

Ref: SH-4 (DA Pam 600-8-1), para 2-57b(1)

Question 6

The correct response is:

Remarks column, block 40.

Ref: SH-2 (DA Pam 600-8), fig 9-16-1

Question 7

The correct response is:

This report lists authorized positions and personnel assets of each permanent party unit.

Ref: SH-2 (DA PAM 600-8-23), para 17-11b

Question 8

The correct response is:

This report lists all soldiers in pay grades E4 and E5 who have been selected but not yet promoted.

SH-2 (DA PAM 600-8-23), para 17-13b

Question 9

The correct response is:

- a. This task is not performed in wartime.
- b. All changes will be manually posted to the AAC-C07 upon receipt and SIDPERS update transactions will be submitted as necessary.
- c. Enlisted soldiers will be assigned to positions on the AAC-C07 in accordance with the rules for utilization outlined in AR 600-200.
- d. All soldiers in a unit will be assigned a position number. It will be reflected on the AAC-C07.
- e. Soldiers should be assigned to a position on the AAC-C07 upon their initial arrival in a unit.
- f. Soldiers should not remain assigned to position number 9992 (Incoming Assigned Personnel) beyond 7 days after arrival in a unit.
- g. Assigned soldiers will not be double-slotted on the AAC-C07 or assigned to a 9999 position number.
- h. Assigned soldiers who cannot be properly slotted will be reflected as "Reassignable Overstrength." These soldiers should be assigned to a position below the paragraph and line number most closely related to the duties being performed (that is, position number AB90).
- i. The AAC-C07 will be cut off at the end of each month, retained 1 month, and then destroyed. (See AR 25-400-2, File Number 600-8b.)

Ref: SH-2 (AR 600-8-6), para 3-35

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HANDOUTS FOR LESSON: U661 version 1

This appendix contains the items listed in this table---

Title/Synopsis	Pages
SH-1, Training Aid	SH-1-1 thru SH-1-3
SH-2, Extracts from DA PAM 600-8-23, AR 600-8-6, and DA PAM 600-8	SH-2-1
SH-3, Extract from AR 680-29	SH-3-1
SH-4, Extract from DA PAM 600-8-1	SH-4-1

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Student Handout 1

Training Aid for Managing the Unit Manning Report (UMR)

This student handout contains two pages of material to assist in managing the Unit Manning Report.

Training Aid for Managing the Unit Manning Report (UMR)

NOTE: This is a training narrative for the Unit Manning Report Figure 9-16-1 in SH-2.

The sequence of the UMR is normally by unit processing code (UPC) and within each UPC by position number. However, the battalion S1 may opt to sequence the report by report sequence code or mail code. For each position authorized by a paragraph and line number, a separate position number depicts the authorization data. Only one individual can be in a slot for each authorized position number. For example, if a unit's authorization includes three SGT's with an authorized MOS for 74G20 in paragraph 3, line 4, the UMR would reflect three separate position numbers showing that information and information pertaining to each incumbent.

The UMR also indicates the total number of commissioned officers, warrant officers, and enlisted personnel assigned. Names of attached personnel will appear on the UMR and the totals will include personnel who are in the attached unit status.

Now, look at a sample UMRs at pp 773 and 774 and the AAA –161 Report at pp 777 and 778 in SH-2.

Note: Refer to pp 28 and 29 in SH-2 for information on the UMR. Briefly review the report column headings. Note that a special code in the "ID" (33) column indicates the sexual criteria for each position shown. AR 680-29, para 3-4 (SH-4), lists the special codes as follows:

- A Female enlisted number
- E Male enlisted number
- I Interchangeable male or female enlisted member
- K Interchangeable male or female commissioned officer
- L Female commissioned officer
- O Male commissioned officer
- P Interchangeable male or female warrant officer
- V Female warrant officer
- W Male warrant officer

NOTE: The process listed below is just a common-sense approach to managing the UMR.

Now go over the steps you use to verify the accuracy of your unit's UMR:

A. The first thing to do is to get a copy of the previous UMR which you should have kept current by posting changes on a daily basis. If the report is to be of value, it is absolutely necessary that you post changes such as promotions, reclassifications, arrivals, departures, reenlistment, and extensions as they occur. This is a good time to point out that you've got to use common sense when posting the report. If you change a soldier's grade upon promotion or reduction, it's obvious that you must change his date of rank also. Similarly, if a soldier reenlist or extends, change his ETS date. Many times, when you move a soldier from one position to another, the soldier's duty MOS will change. Remember, the duty MOS is always the MOS for the position in which you are reporting the soldier.

B. Step two is to verify the authorization data element headings on the UMR by comparing them with the entries on the previously posted UMR. Entries reflect the data pertaining to the authorization from the TOE or TDA for the unit, such as Grade, MOS, Position Title, and Number. You want to be sure the UMR shows all authorized positions, as well as the entries for various column headings, such as SSN, DMOS, ETS, and DOR. Annotate any errors observed. Report these errors through channels once you complete the report verification.

C. Step three is to ensure that the UMR shows all soldiers of the unit in their assigned UMR position and that all items of personal data on the report are correct. If you posted your previous UMR as changes occurred (assignments, reassignments, promotions, movement from one UMR position to another, etc.), this will not be difficult. Failure to post the previous UMR lengthens the updating task. Now you'll have to check every item of personal data on each soldier by comparing the information on the unit manning report with the unit's copies of DA Form 2s. As you check the position assignment of each individual, also check each entry of data to ensure correctness. Throughout the verification procedure, you must ensure that each soldier meets the qualifications of the position to which assigned and that the

soldier actually performs the duties of that position. In other words, to carry a soldier in a supply clerk position, the soldier must meet the qualifications of a supply clerk, and should actually perform that duty and not work in the motor pool, dining facility, or elsewhere.

D. Pay particular attention to the entries, if any, in the remarks column of the UMR. This column of the UMR alerts you to differences between authorized and actual incumbent personal data. An example of this is that if the soldier's rank is not the same as that authorized for the position, it will reflect an entry such as "grade unequal". If the MOS is not the same, it would show "PMOS unequal"; or "line unequal" when two or more items do not match. You must check each of these entries and take appropriate corrective action where possible.

E. In some instances, a "grade unequal" remark may be the result of using a lower ranking soldier in the position (such as SPC in a SGT position). Obviously, if there are no SGTs available for this position, this is an authorized assignment and you should take no actions. On the other hand, if there happens to be a SGT in the same MOS carried in a SPC position or in excess status, you have to do some position changing. An entry of "PMOS unequal" may indicate a malassignment, a difference in skill level qualification, or it may be a case of using the soldier in a secondary MOS. A part of the process is to determine the reason for the remark and then make the required changes, if any.

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Student Handout 2

Extracted Material from DA PAM 600-8-23, AR 600-8-6, and DA PAM 600-8

This student handout contains 11 pages of extracted material from the following publications:

DA PAM 600-8-23, Standard Installation/Division Personnel System (SIDPERS)
Database Management Procedures, 01 Apr 1992

Chapter 17 pages 294 thru 296

AR 600-8-6, Personnel Accounting and Strength Reporting, 24 Sep 1998

Chapter 3 pages 28 and 29

DA PAM 600-8, Management and Administrative Procedures, 01 Aug 1986

Figure Listing pages 773 thru 778

Disclaimer: The training developer downloaded the extracted material from the United States Army Publishing Agency Home Page. The text may contain passive voice, misspellings, grammatical errors, etc., and may not be in compliance with the Army Writing Style Program.

- (a) report sequence code (major sequence option only).
- (b) MPC.
- (c) Grade (descending).
- (5) Part V.
- (a) PPA code.
- (b) MPC.
- (c) Grade (descending).

f. *Selection criteria.* All Active Army accountable units operating under SIDPERS are selected. All active SOME, SPF, and attached records (except RSCs X and Y) are selected.

g. *Totals.* Totals are generated at the UPC level for part I. For parts II through V, totals are generated at report sequence code, mail code, and SIDPERS level.

(1) Part I reflects totals by grade and MPC for the current authorized and accountable strength by duty status. Totals for assigned-not-joined, intransit-in, intransit-out, and attached data elements are also shown for the unit selected. Intransit-in totals show failure to gain by new unit but reported departed from old unit. Intransit-out totals show failure to lose by old unit but reported gained by new unit. Accountable strength includes all columns except attached and intransit-in.

(2) Parts II through V totals are roll-up figures for units selected by grade, MPC within report sequence code, mail code, or SIDPERS. Intransit-in totals show failure to gain by new unit but reported departed from old unit. Intransit-out totals show failure to lose by old unit but reported gained by new unit. Accountable strength includes intransit-in totals not accounted for in part I but excludes intransit-out and attached.

h. *Retention or disposition.* The cutoff date is at the end of the month. reports are held for 1 month then destroyed or retained as local requirements deem necessary.

17-11. Unit Manning report, Position and Incumbent Data (AAC-C07)

a. *PCN and category.* The Unit Manning report, Position and Incumbent Data, (AAC-C07), category III, is produced in the peacetime operating mode only.

b. *Description.* This report lists authorized positions and personnel assets of each permanent party unit. The SASF and the SPF produce the authorized and personnel data, respectively. The data for each unit are divided into two parts.

(1) Part 1 includes the following data elements:

(a) Authorized positions by position number and personnel assets (incumbents) filling these positions. When an incumbent does not have the qualifications for a position, mnemonics identify the disqualification's and are entered in the remarks.

(b) Authorized positions by position number that are not filled by incumbents.

(c) Personnel assets without authorized positions.

(d) Excess personnel assets identified by position numbers with a 9 in the third position.

(e) Personnel assets who are intradepartures. These individuals are identified by RSC A with a departure date for UPC1. Each individual is displayed in the departing unit (UPC1) and in the potential gaining unit UPC1. For UPC1, the individual is identified by remarks reflecting departure date 1, the literal (D) identifying the type date, and UPC1. For potential gaining UPC1, the individual is identified by remarks reflecting reporting date 1, the literal (R) identifying the type date, and UPC1. Intradepartures are personnel who are available to fill authorized positions. These records always have asterisks in the position number.

(2) Part 2 includes all excess personnel assets identified by position numbers with a 9 in the third position. Parts 1 and 2 include identical assets when and only when the position number has a 9 in the third position and not a 99 in the first two positions.

c. *Input requirements.* The format for schedule card 4 is shown in table 17-5.

d. *Frequency.* The report is produced semimonthly or as required.

e. *Sequence.* The report is displayed in the following sequence:

- (1) report sequence code (major, intermediate, or minor sequence option) or mail code (optional).
- (2) UPC.
- (3) Position number.

f. *Selection criteria and data elements.* The selection criteria and data elements are as follows:

- (1) All SASF records are selected for this report, and they apply only to part 1.
- (2) All SPF records are selected except those with RSC X.
- (3) SASF data elements include—
 - (a) TOE or TDA document number (TOE/TDA No).
 - (b) Position number (POSNO).
 - (c) Position title (POS TITLE).
 - (d) Paragraph and line number (PARA LINE).

- (e) Position specialty code for commissioned officers or MOS for warrant officers and enlisted personnel.
- (f) ASI.
- (g) Language identity (LNG).
- (h) Grade (GRD).
- (i) Position personnel security status.
- (j) Branch or control specialty.
- (k) Identity.
- (l) PSC.
- (m) PSD (P-Date).
- (n) Position assignment priority code (PC).
- (o) Requisition code (RQ).
- (4) SPF data elements include—
 - (a) Position number (POS NUM).
 - (b) Name.
 - (c) SSN.
 - (d) SSI and ASI1 for commissioned officers or PMOS for warrant officers and enlisted personnel.
 - (e) ASI2 for commissioned officers or PASI for warrant officers and enlisted personnel.
 - (f) Language identifier.
 - (g) Grade title.
 - (h) Field-determined personnel security status (FDPS).
 - (i) Secondary MOS (SMOS) for enlisted personnel; additional MOS for warrant officers, or alternate specialty skill identifier for commissioned officers.
 - (j) Selective reenlistment bonus MOS or enlistment bonus MOS.
 - (k) Control specialty for commissioned officers, control branch for warrant officers, or SDAP for enlisted personnel.
 - (l) Duty MOS for warrant officers and enlisted personnel, or duty position specialty code for commissioned officers.
 - (m) Converted identity (table 17-6).

Table 17-6
Converted identity

MPC	Sex	Nonmobilization	Mobilization
O	M	O	B
O	F	L	D
O	M	K ¹	F
W	F	W	G
W	Either	V	H
W	Either	P ²	J

Notes:

¹ Interchangeable for male or female commissioned officers (See AR 680-29, para 3-4.)

² Interchangeable for male or female warrant officers.

- (n) Promotable indicator.
- (o) Loss date reflects either DLOS or DEROS depending on the location of the individual. If individual is a resident of CONUS, DLOS applies; if not, DEROS applies. When the ESA or ETS or DEROS data element contains ampersands, the literal INDEF is displayed.
- (p) ESA or ETS. When the ESA or ETS or DEROS data element contains ampersands, the literal INDEF is displayed.
- (q) DOR.
- (r) Remarks. These mnemonics are used to identify data elements that disqualify or question the qualifications of the individual filling the position. If more than one error mnemonic applies to a record, each is separated by an asterisk in the remarks field. (See table 17-7 for identity mnemonics for the AAC-C07 report.)
 - g. *Totals.* UPC totals are produced by counting SPF records and displaying them by MPC. The following records are included in the counts:
 - (1) All part 1 records except intradepartures and records with a 9 in the third position of the position number.

(2) All part 2 records with PUD totals produced by summarizing UPC totals and report sequence code or mail code totals obtained by summarizing previous totals.

h. Retention or disposition. The cutoff date is at the end of the month. The report is held for 1 month and then destroyed.

17-12. Absent Without Leave Statistical report (AAC-C09)

a. PCN and category. The AWOL Statistical report (AAC-C09), category III, is produced during the peacetime operating mode only.

b. Description. This monthly report provides AWOL and DFR statistics by unit. report totals are accumulated from data on the SOMF and the SPF. At the conclusion of the report, all SOMF AWOL counters are set to zero, except for the AWOL from previous reporting period counter, which is set to the figure shown in the report actual now AWOL data element.

c. Input requirements. The format for schedule card 3 is shown in table 17-4.

d. Frequency. The report is produced monthly and at the end of the month cycle.

e. Sequence. The report is displayed in major to minor sequence as follows:

(1) report sequence code or mail code (optional).

(2) UPC.

(3) MPC.

f. Selection criteria. AWOL statistics are displayed for all active units that have AWOL statistics.

g. Data elements. Data elements are as follows:

(1) MPC.

(2) Previous AWOL (from SOMF).

(3) New AWOL (from SOMF).

(4) Returned from AWOL (from SOMF).

(5) AWOL to DFR (from SOMF).

(6) Erroneously reported as AWOL (from SOMF).

(7) Calculated now AWOL (previous AWOL data elements plus new AWOL data element minus returned from AWOL, AWOL to DFR, erroneously reports as AWOL data elements).

(8) Actual now AWOL (from SPF).

(9) Man-days lost to AWOL (from SOMF plus active SPF records with duty status codes AWL and AWC that are not included in the SOMF count).

(10) Assigned-not-joined or intransit AWOL (from SOMF).

(11) Percentage accountable now AWOL (actual now AWOL data element divided by authorized strength).

h. Totals. The totals are as follows: detailed AWOL statistical total by PUD within mail code or report sequence code (optional) overall total for SIDPERS.

i. Retention or disposition. The cutoff date is monthly; the report is held for 1 month and then destroyed.

17-13. Recommended List for Promotion of Enlisted Personnel (AAC-C10)

a. PCN and category. The Recommended List for Promotion of Enlisted Personnel (AAC-C10), category III, is produced during the peacetime operating mode only.

b. Description. This report lists all soldiers in pay grades E4 and E5 who have been selected but not yet promoted. Individuals are listed by grade and zone in ascending MOS and descending promotion point score order. Soldiers whose names are being transferred to the primary zone list appear in both the primary and secondary zones during the interim period. Individuals with a blank BASD are listed in a zone labeled XZ.

c. Input requirement. The format for schedule card 5 is shown in table 17-8.

d. Frequency. The report is produced monthly.

e. Sequence. The report is displayed in major to minor sequence as follows:

(1) report sequence code or mail code.

(2) Grade (descending).

(3) Zone.

(4) MOS (ascending).

(5) Current promotion points (descending).

f. Selection criteria. Personnel in pay grades other than E4 and E5 are bypassed. Personnel with no current promotion points are bypassed. Personnel assigned to units with unit status codes PR, ES, PC, and PS are bypassed. Personnel with RSCs other than A, D, or P are bypassed. Personnel with blank promotion indicator are bypassed. Test model records are excluded.

g. Data elements. Data elements are as follows:

(1) Name.

Table 3–18
Reporting a position number change

Step	Work center	Required action
1	Unit	Notify BNS1 of position number change.
2	BNS1	Determine effective date of change.
3	BNS1	Submit SIDPERS POSN transaction to change position or special category code. (See DA Pam 600–8–1, chap 2, and DA Pam 600–8–23, chap 10.)
4	BNS1	Annotate latest AAC–C07. (See para 3–37.)
5	BNS1	File documents.

Section XVIII

Task: Process the Unit Manning Report (AAC–C07)

3–35. Rules for processing the Unit Manning Report (AAC–C07)

The AAC–C07 lists authorized positions and personnel assets of each permanent party unit and is produced semi-monthly from SIDPERS–AC. (See DA Pam 600–8–23, chap 17.) Processing rules are as follows:

- a. This task is not performed in wartime.
- b. All changes will be manually posted to the AAC–C07 upon receipt and SIDPERS update transactions will be submitted as necessary.
- c. Enlisted soldiers will be assigned to positions on the AAC–C07 in accordance with the rules for utilization outlined in AR 600–200.
- d. All soldiers in a unit will be assigned a position number. It will be reflected on the AAC–C07.
- e. Soldiers should be assigned to a position on the AAC–C07 upon their initial arrival in a unit.
- f. Soldiers should not remain assigned to position number 9992 (Incoming Assigned Personnel) beyond 7 days after arrival in a unit.
- g. Assigned soldiers will not be double-slotted on the AAC–C07 or assigned to a 9999 position number.
- h. Assigned soldiers who cannot be properly slotted will be reflected as “Reassignable Overstrength.” These soldiers should be assigned to a position below the paragraph and line number most closely related to the duties being performed (that is, position number AB90).
- i. The AAC–C07 will be cut off at the end of each month, retained 1 month, and then destroyed. (See AR 25–400–2, File Number 600–8b.)

3–36. Steps for processing the AAC–C07

The steps for processing the AAC–C07 are shown in table 3–19.

Table 3–19
Processing the AAC–C07

Step	Work center	Required action
1	PAS	Produce the AAC–C07.
2	BNS1	Receive the AAC–C07.
3	BNS1	Compare data between the latest AAC–007 and the previous AAC–C07.
4	BNS1	If there are changes on the previous report not reflected on the latest report, verify that necessary SIDPERS transactions were submitted. The AAC–P01 and the AAC–P11 (Personnel Transaction Register By Originator) will be used to verify the processing of previous SIDPERS transactions impact on the AAC–C07.
5	BNS1	Retain the original copy of the AAC–C07 and forward an annotated copy to the unit.
6	Unit	Review the AAC–C07 to ensure authorization data is correct.
7	Unit	Review the AAC–C07 to ensure all personnel are properly positioned.
8	Unit	Notify BNS1 of required changes.
9	BNS1	Annotate latest copy of AAC–C07 and submit appropriate SIDPERS transactions.
10	BNS1	Submit a SIDPERS position number transaction for each soldier assigned or attached as required. (See para 3–33, DA Pam 600–8–1, chap 2, and DA Pam 600–8–23, chap 10.)

Table 3-19
Processing the AAC-C07—Continued

Step	Work center	Required action
11	BNS1	If the soldier is a pending gain (position number 9999), submit a SIDPERS MTDR transaction. (See DA Pam 600-8-1, chap 2, and DA Pam 600-8-23, chap 10.)
12	BNS1	Submit an officer CDAT transaction. The effective dates of the position number and the CDAT change must be the same. (See DA Pam 600-8-1, chap 2 and para 3-31 of this regulation.)
13	BNS1	Notify PAS of discrepancies requiring action at that level.
14	BNS1	File AAC-C07, and destroy according to paragraph 3-35i.

Table 3-5
UMR codes for soldiers not occupying an authorized duty position

Rule	See note 1.	When reporting
1	9990	Reassignable overstrength.
2	9991	Surplus or excess soldiers.
3	9992	Incoming assigned soldiers (can be used no longer than 7 days after arrival) or officers for which no vacant position currently exists.
4	9993	Known losses.
5	9994	Attached soldiers having authorized positions (system-generated).
6	9996	<ul style="list-style-type: none"> a. Assigned temporary soldiers in replacement detachments pending specific assignments. b. All assigned nonpermanent party soldiers assigned to basic combat training and advanced individual training units, officer or warrant officer candidate schools, formal Army Service schools and courses, allied Armed Forces, joint colleges, projects (not TDY), personnel control facilities after return to military control, and correctional holding detachments, or U.S. disciplinary barracks. c. Soldiers attending civilian institutions for the purpose of receiving instructions (not TDY personnel). d. Soldiers being separated from the active Army by a unit other than a transition center or point.
7	9999	Potential gains other than soldiers in an assigned-not-joined status.

Notes:

1. If soldier is not positioned in an authorized duty position then use POSN

Chapter 4

Strength Reports

Section I

Introduction

4-1. Overview

This chapter establishes the procedures for processing the various reports which maintain and provide complete and accurate personnel strength accounting data.

4-2. HQDA feedback, error, data reconciliation, and change notices

a. HQDA feedback, error, and data reconciliation notices are an important part of the personnel strength accounting error resolution process. They will be processed, along with the other reports discussed in this chapter. The PAS will

1	2	3	4	5	6
PREPARED YY MM DD PCN: AAC-C07		UNIT MANNING REPORT			
		POSITION & INCUMBENT DATA			
7	UNIT NAME XXXXXXXXXXXXXXXXXXXXXXXX	8	MC XX DA CODES-ASG XX STATUS XX AREA XXX	11	12 13 14 15
PPA XX 16					
OPTIONAL SEQUENCE: MC-XX 17		PART 1 11			
18		21	PSC A L P	VRB CS	36 37
POS TOE/TDA NO. XXXXXXXXXXXX 19	PARA LINE 23 PSSI S N 27 P	SRB	BR DMOS	I PS P/DATE PC RQ	
NUM POS TITLE/NAME	22 SSN	PMOS I G GRD S SMOSC EB	PP D-PSC D P1 L/DATE ESA/ETS	DOR	REMARKS
20		24 25 26 28 29 30 31 32 33 34 35 38 39			40
XXXX XXXXXXXXXXXXXXXXXXXXXXXX	XXXX XXX				
XXXX XXXXXXXXXXXXXXXXXXXXXXXX	XXXX XXX	XXXX XX XX XXX X	XX	X X XXXXX X X	
XXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXXX XX XX XXX X XXXX XXX	XX	XXXXX XXXXX	XXXXXXXXXXXXXXXXXXXXX
XXXX XXXXXXXXXXXXXXXXXXXXXXXX	XXXX XXX	XXXX XX XX XXX X	XX	X X XXXXX X X	
XXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXXX XX XX XXX X XXXX XXX	XX	XXXXX XXXXX	XXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXXX XX XX XXX X XXXX XXX	XX	XXXXX XXXXX	XXXXXX
XXXX XXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXXX XX XX XXX X XXXX XXX	XX	XXXXX XXXXX	XXXXXX
XXXX XXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXXX XX XX XXX X XXXX XXX	XX	XXXXX XXXXX	XXXXXX
UPC TOTALS	OFFICERS XXXXX	WARRANT OFFICERS XXXXX	ENLISTED XXXXX	AGGREGATE XXXXX	
PUD TOTALS	OFFICERS XXXXX	WARRANT OFFICERS XXXXX	ENLISTED XXXXX	AGGREGATE XXXXX	
MC TOTALS	OFFICERS XXXXX	WARRANT OFFICERS XXXXX	ENLISTED XXXXX	AGGREGATE XXXXX	
PPA TOTALS	OFFICERS XXXXX	WARRANT OFFICERS XXXXX	ENLISTED XXXXX	AGGREGATE XXXXX	

Figure 9-16-1. Sample format for Unit Manning Report position and incumbent data

```

UNIT MANNING REPORT
CD YY MMM

PREPARED YY MM DD PCN: AAC-C07
DD SCN XX PAGE XXXX

POSITION & INCUMBENT DATA
PART 2

UNIT XXXXXXXXXXXXXXXXXXXXXXXX MC XX DA CODES-ASC XX STATUS XX AREA XXX UIC W XXX XX UPC XXXXX ANALYST X
RPT SEQ CODE XXX
PPA XX
OPTIONAL SEQUENCE: MC-XX
POS TOE/TDA NO. XXXXXXXXXXXX
NUM POS TITLE/NAME SSN
PSC A L P VRB CS
PSSI S N P SRB BR DMOS I PS P/DATE PC RQ
PMOS I G GRD S SMOSC EB PP D-PSC D PI L/DATE FSA/ETS DOR REMARKS
XXXX XXXXXXXXXXXXXXXXXXXX
XXXX XXXXXXXXXXXXXXXXXXXX XXX-XX-XXXX XXXX XX XX XXX X XXXX XXX XX XXXX X X XXXXXX XXXXXX XXXXXX
XXXX XXXXXXXXXXXXXXXXXXXX XXX-XX-XXXX XXXX XX XX XXX X XXXX XXX XX XXXX X X XXXXXX XXXXXX XXXXXX
XXXX XXXXXXXXXXXXXXXXXXXX XXX-XX-XXXX XXXX XX XX XXX X XXXX XXX XX XXXX X X XXXXXX XXXXXX XXXXXX
XXXX XXXXXXXXXXXXXXXXXXXX XXX-XX-XXXX XXXX XX XX XXX X XXXX XXX XX XXXX X X XXXXXX XXXXXX XXXXXX

```

NOTE: Report Formats are the same as in Part 1.

Figure 9-16-1. Sample format for Unit Manning Report position and incumbent data—Continued

Figure 9-16-1. Sample format for Unit Manning Report position and incumbent data

REPORT HEADING

Item number	Explanation of item
(1)	PREPARED—The date the report was actually prepared.
(2)	PCN: AAC-C07—The Production Control Number of the report.
(3)	UNIT MANNING REPORT POSITION & INCUMBENT DATA—The title of the report.
(4)	CD—Cycle Date. The "as of" date of the SIDPERS processing cycle that produced the report.
(5)	SCN—Shipment Control Number. The Shipment Control Number is a two character code that identifies the month and day the cycle was prepared.
(6)	PAGE—The page number of the report.
(7)	UNIT—The name of the unit.
(8)	MC—Mail Code. A code assigned by the SIDPERS Interface Branch (SIB) that identifies the Military Personnel Office (MILPO) that services the unit.
(9)	DA CODES—ASG—A code indicating the major command to which the unit is assigned.
(10)	STATUS—Status Code. A code used to classify the status of Active Army organizations, personnel and equipment. Reference paragraph 2-18, AR 680-29.
(11)	AREAX—A code used to identify the location of a unit. If the unit is located in CONUS, the first position represents the Army area and the next two positions represent the state in which the unit is located. If the unit is located overseas, the "AREAX CODE" is the abbreviation of the country in which the unit is located.
(12)	UIC—6 Position Unit Identification Code. "W" is the Service Designator ("W" meaning Army).
(13)	UPC—Unit Processing Code.
(14)	ANALYST—Analyst Code. A code assigned by the SIB to group certain units in order to assign a group of units to a specific analyst in the SIB.
(15)	RPT SEQ CODE—A code assigned by the SIB to group units in a desired sequence for report purposes.

REPORT CONTENTS

Item number	Explanation of item	
(16)	PPA—PERSINS Processing Activity.	
(17)	OPTIONAL SEQUENCE—The sequence in which the requestor desires the report to be prepared.	
(18)	POS NUM—The position number applicable to a specific paragraph and line number of the TOE/TDA and the position number of the incumbent.	(28) PPS—Position Personnel Security Status and Field Determined Personnel Status. If indicated on the authorized line, indicates the security clearance required. If indicated on the incumbent line, indicates the field determined security clearance of the incumbent.
(19)	TOE/TDA NO.—The TOE/TDA Number	(29) SMOSC—Secondary Military Occupational Code. The SMOSC of the incumbent.
(20)	POS TITLE/NAME—The Position Title Name is the Job Title as reflected on the TOE/TDA document or description designated by the commander and the name of the individual assigned to that position number.	(30) VRB/SRB/EB/MOS—Enlistment or reenlistment bonus information on the incumbent.
(21)	PARA LINE—The paragraph and line number as reflected on the TOE/TDA document.	(31) CS/BR/PP—Control Specialty (Comm only), Branch (WO only), Proficiency Pay (EM only). If indicated on the authorized line, indicates the CS/BR/PP required. If indicated on the incumbent line, indicates the CS/BR/PP of the incumbent.
(22)	SSN—The individual's Social Security Number.	(32) DMOS/DPSC—Duty MOS and DPSC. If indicated on the incumbent line, indicates the DMOS or DPSC of the incumbent.
(23)	PSC/PSSI—Primary Specialty Code for commission officers.	(33) ID—If indicated on the authorized line, indicates the authorized identity. If indicated on the incumbent line, indicates the sex code of the incumbent.
(24)	PMOS—Primary Military Occupational Specialty Code applicable to warrant officers and enlisted personnel. If indicated on the authorized line, indicates the PMOS authorized for the position. If indicated on the incumbent line, indicates the PMOS of the incumbent.	(34) PS/PI—PS Position Status Code. A code used to report the status of a TOE/TDA position. PI—Promotable Indicator. A code which indicates whether or not an individual is on a DA Promotion List.
(25)	ASI—Additional Skill Identifier. If indicated on the authorized line, indicates the ASI applicable to the authorized MOSC. If indicated on the incumbent line, indicates the ASI applicable to the individual's PMOSC.	(35) P/DATE L/DATE—Position Status Date. The effective year and month of the Position Status Code, used in conjunction with a Position Status Code, ref para 3-8, AR 680-29.
(26)	LNG—Language Identity. If indicated on the authorized line, indicates the language identity required. If indicate on the incumbent line, indicates the language identity of the incumbent.	(36) PC—Position Assignment Priority. The assignment priority that has been assigned to a specific paragraph and line number.
(27)	GRD—Grade. If indicated on the authorized line, indicates the grade authorized for the position. If the indicated on the incumbent line, indicates the grade of the incumbent.	(37) RQ—Requisition Submitted for a Replacement. If a requisition has been submitted, a "Y" will be indicated in the authorized line. If no requisition has been submitted, an "N" will be indicated in the authorized line.
		(38) ESA/ETS—Expiration of Service Agreement/Expiration of Term of Service. If the incumbent is a commissioned or warrant officer, the data element is ESA. If an enlisted incumbent, the data element is ETS. The date (Year, Month and Day) the incumbent is scheduled to be separated from active duty.

Figure 9-16-1. Sample format for Unit Manning Report position and incumbent data—Continued

Figure 9-16-1. Sample format for Unit Manning Report position and incumbent data—Continued

REPORT CONTENTS

Item number	Explanation of Item
(39)	DOR—Date of Rank. The Year, Month and Day the incumbent was promoted to his current grade.
(40)	REMARKS—Personnel assets who are intra-departures. These individuals are identified by RSC=A and departure date 1 = blank. Each individual is displayed in two units, the departing unit (UPC1) and the potential gaining unit (PGUPC1). For UPC1, the individual is identified by remarks reflecting departure date 1, the literal (D) identifying the type date, and PGUPC1. For PGUPC1, the individual is identified by remarks reflecting reporting date 1, the literal (R) identifying the type date, and UPC1. Intradepartures are personnel assets who are available to fill authorized positions. These records always reflect asterisks from POSNO. Part 2 includes all excess personnel assets identified by POSNOS reflecting a 9 from the tens position. Note, parts 1 and 2 include identical assets when and only when the POSNO reflects a 9 from the tens positions and the first two positions are unequal to 99. The following mnemonics and their meaning will print in this section: Commissioned Officers "CS" (Control Specialty); Warrant Officers and Enlisted "MOS" (Primary MOS), "GRD", Enlisted "EB" (Enlisted Bonus MOS), "SRB" (Selective/Variable Reenlistment Bonus MOS) "PPD" (Pro Pay); "MPC" applies to all categories of personnel. a. CSC (Control Specialty Code, for Commissioned Officer only)—Unequal to either first two or last two positions of authorized position specialty code. b. MOS (Military Occupational Specialty)—applies to Warrant Officers and Enlisted Personnel) Primary MOS or its substitutable MOS is unequal to authorized MOS. Equality is measured by four or three positions of MOS respectively for warrant offices and enlisted personnel. c. EB (Enlisted Bonus MOS, for Enlisted Personnel only)—EB MOS or its substitutable MOS is unequal to authorized MOS on three positions.

d. SRB (Selective/Variable Reenlistment Bonus MOS, for Enlisted Personnel only)—SRB/VRB MOS or its substitutable MOS is unequal to authorized MOS on three positions.
e. PPD (Proficiency Pay Designator, for Enlisted Personnel only)—PMOS or substitutable MOS in which individual is receiving proficiency pay is unequal to authorized MOS on three positions.
Note: If more than one mnemonic applies, each is separated by an asterisk.

Figure 9-16-1. Sample format for Unit Manning Report position and incumbent data—Continued

UNIT MANNING REPORT
POSITION & INCUMBENT DATA

UNIT: XXXXXXXXXXXXXXXX

UIC: WXXXXX

DOCUMENT NO: TCTCWXXXXX 0102

PART 1

																	D	D			
POS	POS TITLE	PARA LINE	PAOC	A	L		P	P		CS	M	A									
NUM	NAME	SSN	PMOS	S	N	RANK	P	M	SRB	BR	O	S	I	PS	P/DATE						
				I	G		S	C	EB	PP	S	I	D	PI	L/DATE	ESA/ETS	DOR				
COMPANY B																					
BD01	CDR MARVEL, JOHN	777N 01 000-00-0000	XXXXXX	00	YY	CPT	Y			NC				I							
BD05	1SG ROCK, I. M.	777N 02 000-00-0001	92A50	2S	ZZ	MSG	Y			NC	92Z5M			I M	20020720	20100630	19971201				
BD09	ADMIN SPEC LADY, SUPER	777N 03 000-00-0002	71L10	00	ZZ	SPC					71L20			I		20020830	19991202				
UIC	PART 1 TOTAL	OFFICERS 3	WARRANT	OFFICERS	3					ENLISTED	53				TOTAL	59					

THIS IS A SAMPLE OF THE SIDPERS AAA-161 REPORT THAT TAKES THE PLACE OF THE AAC-C07 for units with SIDPERS-3—
DA PAM 600-8. Remarks column not included)

DOCUMENT NO: TCTCWXXXXX

PART 2

POS NUM	POS TITLE NAME	PARA LINE SSN	PAOC PMOS	A S I	L N G	RANK	P P S C	P M C	SRB EB	CS BR PP	D M O S	D A S I	I D	PS PI	P/DATE L/DATE	ESA/ETS	DOR
9990	REASSIGNABLE OVERSTRENGTH SCHMIDTLEP, TONY	000-00-0000	02Z5M	SM	GM	MSG	Y				02Z50	00	F			20080630	19970301
9991	SURPLUS/EXCESS PERSONNEL BOND, JAMES	000-00-0001	92A30	2S	GM	SSG					92A30	00			20020720	20100630	19971201
9992	INCOMING PERSONNEL POWERS, AUSTIN	000-00-0002	91B30	2S	GM	SSG					91B30	00				20020830	19991202
9993	KNOWN LOSS																
9994	ATTACHED-PERMANENT PARTY DUCK, DAFFY	000-00-0003	92A30	2S	GM	SSG					92A30	00				20060830	20011111
9996	TEMPORARY STATUS																
9997	ATTACHED-STUDENT-																
9998	FOR FUTURE USE																
UIC PART 2 TOTAL	OFFICERS 3	WARRANT OFFICERS 3	ENLISTED	75													
UIC AGGREGATE	OFFICERS 3	WARRANT OFFICERS 3	ENLISTED	175													

(Totals not all inclusive)

(THIS IS A SAMPLE OF THE SIDPERS AAA-161 REPORT THAT TAKES THE PLACE OF THE AAC-C07 for units with SIDPERS-3
DA PAM 600-8. Remarks column not include

Student Handout 3

Extracted Material from AR 680-29

This student handout contains one page of extracted material from the following publications:

AR 680-29, Military Personnel--Organization and Type of Transaction Codes,
29 Mar 1996

Chapter 3 page 61

Disclaimer: The training developer downloaded the extracted material from the United States Army Publishing Agency Home Page. The text may contain passive voice, misspellings, grammatical errors, etc., and may not be in compliance with the Army Writing Style Program.

Chapter 3 Military Authorization Codes

Section I General

3-1. Use of the codes

This chapter prescribes the codes used to report data on military authorizations.

a. The authorization documents are Tables of Organization and Equipment (TOE) and Tables of Distribution and Allowances (TDA).

b. All the codes in this chapter are used on the SIDPERS authorized strength file (SASF).

3-2. Explanation of code numbers

Code numbers 300 through 349 identify the codes that are used to report military authorizations.

Section II Codes

3-3. Code number 300, authorized grade

This code is used to report the grade specified by the TOE or TDA for a position. AR 310-49 prescribes the 2-character data codes used in TOE and TDA. (These are given in the TOE/TDA column below.) These codes are converted to 3-character abbreviations and 1-character data codes for the SASF.

SASF data code: A
SASF abbreviation: GA
TOE/TDE code: GA
Meaning: General of the Army*

SASF data code: A
SASF abbreviation: GEN
TOE/TDE code: GN
Meaning: General.

SASF data code: A
SASF abbreviation: LTG
TOE/TDE code: LG
Meaning: Lieutenant General.

SASF data code: A
SASF abbreviation: MG
TOE/TDE code: MG
Meaning: Major General.*

SASF data code: A
SASF abbreviation: BG
TOE/TDE code: BG
Meaning: Brigadier General.*

SASF data code: B
SASF abbreviation: COL
TOE/TDE code: 06
Meaning: Colonel.

SASF data code: C
SASF abbreviation: LTC
TOE/TDE code: 05
Meaning: Lieutenant Colonel.

SASF data code: D
SASF abbreviation: MAJ

TOE/TDE code: 04
Meaning: Major.

SASF data code: E
SASF abbreviation: CPT
TOE/TDE code: 03
Meaning: Captain.

SASF data code: F
SASF abbreviation: 1LT
TOE/TDE code: 02
Meaning: First Lieutenant.**

SASF data code: U
SASF abbreviation: CW4
TOE/TDE code: WO
Meaning: Chief Warrant Officer, W4.**

SASF data code: 9
SASF abbreviation: SMA
TOE/TDE code: E9
Meaning: Sergeant Major of the Army.

SASF data code: 9
SASF abbreviation: CSM
TOE/TDE code: E9
Meaning: Command Sergeant Major.

SASF data code: R
SASF abbreviation: SGM
TOE/TDE code: E9
Meaning: Sergeant Major.

SASF data code: 8
SASF abbreviation: MSG
TOE/TDE code: E8
Meaning: Master Sergeant.

SASF data code: Y
SASF abbreviation: 1SG
TOE/TDE code: E8
Meaning: First Sergeant.

SASF data code: 7
SASF abbreviation: SFC
TOE/TDE code: E7
Meaning: Sergeant First Class.

SASF data code: X
SASF abbreviation: PSG
TOE/TDE code: E7
Meaning: Platoon Sergeant.

SASF data code: 6
SASF abbreviation: SSG
TOE/TDE code: E6
Meaning: Staff Sergeant.

SASF data code: 5
SASF abbreviation: SGT
TOE/TDE code: E5
Meaning: Sergeant.

SASF data code: 4
SASF abbreviation: CPL
TOE/TDE code: E4
Meaning: Corporal.

SASF data code: M
SASF abbreviation: SP4
TOE/TDE code: E4
Meaning: Specialist 4.

SASF data code: 3
SASF abbreviation: PFC
TOE/TDE code: E3
Meaning: Private First Class.

SASF data code: 2
SASF abbreviation: PV2
TOE/TDE code: E2

Meaning: Private, E2.**

*Abbreviation will be recorded with a space in the middle.

**AR 310-49 codes do not segregate lieutenant, warrant officer, and private grades; therefore, codes for first lieutenant, chief warrant officer, W4, and private, E2, are recorded on the SASF.

3-4. Code Number 301, authorized identity

This code is used to identify, by sex and military personnel class, the type of person specified by the TDA for a position. AR 310-9 prescribes the following data codes used in TDA and TOE.

a. *Identity codes.*

Data code: A
Meaning: Female enlisted member.

Data code: E
Meaning: Male enlisted member.

Data code: I
Meaning: Interchangeable male or female enlisted member.

Data code: K
Meaning: Interchangeable male or female commissioned officer.

Data code: L
Meaning: Female commissioned officer.

Data code: O
Meaning: Male commissioned officer.

Data code: P
Meaning: Interchangeable male or female warrant officer.

Data code: V
Meaning: Female warrant officer.

Data code: W
Meaning: Male warrant officer.

b. *Mobilization identity codes.*

Data code: N
Meaning: Female enlisted member.

Data code: M
Meaning: Male enlisted member.

Data code: Q
Meaning: Interchangeable male or female enlisted member.

Data code: F
Meaning: Interchangeable male or female commissioned officer.

Data code: D
Meaning: Female commissioned officer.

Data code: B
Meaning: Male commissioned officer.

Data code: J
Meaning: Interchangeable male or female warrant officer.

Data code: H
Meaning: Female warrant officer.

Data code: G
Meaning: Male warrant officer.

Student Handout 4

Extracted Material from DA PAM 600-8-1

This student handout contains two pages of extracted material from the following publications:

DA PAM 600-8-1, Standard Installation/Division Personnel System (SIDPERS) Battalion
S1 level Procedures, 01 Mar 1989

Chapter 2 pages 37 and 38

Disclaimer: The training developer downloaded the extracted material from the United States Army Publishing Agency Home Page. The text may contain passive voice, misspellings, grammatical errors, etc., and may not be in compliance with the Army Writing Style Program.

warrant officer or enlisted personnel) enter the actual assigned strength number (0 through 99999). Enter a period in the next block to end this transaction. (See fig 2-88.)

(4) Commissioned officer attached strength.

(a) If no change to attached strength, enter a slash (/) and continue to subparagraph (5).

(b) If attached strength has changed and a change is required for attached strength for warrant officer or enlisted personnel, enter the actual attached strength number (0 through 99999). Enter a slash (/) and continue to subparagraph (5).

(c) If attached strength has changed and no change is required for attached strength for warrant officer or enlisted personnel, enter the actual attached strength number (0 through 99999). Enter a period in the next block to end this transaction. (See fig 2-89.)

(5) Warrant officer attached strength.

(a) If no change to attached strength, enter a slash (/) and continue to subparagraph (6).

(b) If attached strength has changed and a change is required for attached strength for enlisted personnel, enter the actual strength number (0 through 99999). Enter a slash (/) and continue to subparagraph (6).

(c) If attached strength has changed and no change is required for attached strength for enlisted personnel, enter the actual attached strength number (0 through 99999). Enter a period (.) in the next block to end this transaction. (See fig 2-90.)

(6) Enlisted personnel attached strength.

(a) Enter the actual strength number (0 through 99999).

(b) Enter a period in the next block to end this transaction. (See fig 2-91.)

(7) Do not immediately follow a slash (/) with a period (.). A period will immediately follow the last strength entered (0 through 99999) when no change is required to following strength fields. If more than five slashes (/) are used, then format is prepared incorrectly.

(8) Only one OSTR transaction will be submitted for the reporting period.

c. Formats. See screen format for this procedure at figure 2-92.

2-55. Procedure 2-21 Promotion bar (Transaction mnemonic-PBAR) (applicable during peacetime)

a. The purpose of this procedure is to report those individuals who are restricted from automatic advancement to PV2, PFC, and E4 and to remove the restriction from the SIDPERS data base.

(1) Required references used in this procedure are as follows:

(a) AR 600-200.

(b) DA Pamphlet 600-8, Procedure 3-30.

(2) Source document used in this procedure is DA Form 4187.

b. This transaction will be submitted by the Unit based upon the request of the local commander. A SIDPERS removal transaction is not required if the individual is being assigned to a transfer point for separation or if the individual is being reassigned to another servicing PERSINS Processing Activity (PPA).

2-56. Procedure 2-21 Action

a. Control data (Data elements used are examples.) Complete control data in accordance with paragraph 2-7.

b. Action data. (Data elements used are examples.)

(1) Promotion bar. Enter a R to report that an individual is restricted from automatic advancement to PV2, PFC, or E4. Enter a period (.) in the next box to end this transaction. (See fig 2-93 at end of chap. 4.)

(2) To remove the restriction on advancement to PV2, PFC, or E4, enter a Z. Enter a period (.) in the next box to end this transaction.

c. Formal. See screen format for this procedure at figure 2-94.

2-57. Procedure 2-22 Position number change (Transaction mnemonic-POSN) (applicable during peacetime/mobilization)

a. The purpose of this procedure is to report the authorized duty position the individual is assigned to. Also, to identify individuals by special category who are not assigned to an authorized position.

(1) Required references used in this procedure are as follows:

(a) AR 600-200.

(b) AR 614-200.

(c) DA Pam 600-8, procedure 9-9.

(2) Source documents used in this procedure are as follows:

(a) Assignment memorandum.

(b) (Rescinded.)

(c) DA Form 2496.

(d) AAC-C07, Unit Manning Report Position and Incumbent Data.

(e) DA Form 2.

b. This procedure pertains to all personnel. Individuals who are not assigned to an authorized duty position will be reported by a special category position number in the 999 series as follows:

(1) 9990—Identifies reassignable over strength personnel who should be assigned to another local unit.

(2) 9991—Identifies surplus/excess personnel who cannot be effectively utilized and who have been reported to HQDA for reassignment.

(3) 9992—Identifies incoming/assigned personnel who are awaiting assignment to an authorized position.

(4) 9993—Identifies known losses. It may be used by reporting units which desire to remove known loss personnel from authorized positions in order to more effectively evaluate unit status.

(5) 9994—Used only as system generated when processing an inter or intra attachment transaction to attach an individual and the unit to which an individual is being attached has authorized positions. This position number will not be assigned using POSN transaction.

(6) 9995—Reserved for future use.

(7) 9996—Identifies assigned temporary status personnel. It is used by replacement detachments for incoming replacements when the individuals arrive and specific assignments have not been determined prior to their arrival. In addition, all non-permanent party assigned personnel will be reported in this position number, to include the following:

(a) Enlisted personnel assigned to a basic combat training (BCT) unit and advanced individual training (AIT units).

(b) Personnel assigned to officer candidate schools (OCS) and warrant officer candidate schools.

(c) Personnel assigned to formal Army service schools and courses, schools of other services or allied armed forces, and joint colleges and projects. This excludes personnel on temporary duty.

(d) Personnel attending civilian institutions for the purpose of receiving instructions. This excludes personnel on temporary duty.

(e) Personnel being separated from the Active Army by a unit other than a transfer activity.

(f) Personnel returned to military control and assigned to a personnel control facility (PCF)

(g) Active Army prisoners includes personnel assigned to correctional training facilities (CTF), Army correctional holding detachments, or US Disciplinary Barracks.

(8) 9997—Used only as system generated when processing an inter or intra attachment transaction to attach an individual and the unit to which the individual is being attached does not have authorized positions. This position number will not be assigned using POSN transaction.

(9) 9998—Reserved for future use.

(10) 9999—Identifies all potential gains. This code does not apply to personnel in an assigned-not-joined status.

2-58. Procedure 2-22 Action

a. Control data (Data elements used are examples.)

(1) Enter date individual was assigned to the POSN as year, month, and day, in that order.

(2) Complete remaining control data in accordance with paragraph 2-7.

b. Action data. (Data elements used are examples.)

(1) Position number. Get the position the individual is being assigned to from the unit/ISG. Find the position number on the UMR based upon that assigned position. Special category codes defined by the series 999 are displayed in Part 2 of the UMR. Assigned personnel will not be double slotted or assigned to a 9999 position. Enter that four character position number. Enter a slash (/) in the next box.

(2) Unit processing code (UPC). Enter that five character UPC. Enter a period (.) or a slash (/) in the next box based on one of the following conditions.

(a) If the individual is assigned to a valid POSN from the UMR and is not performing OJT, enter a period in the next box to end this transaction. (See fig 2-95.)

(b) If an individual is assigned to a valid POSN and is performing OJT, enter a 9 in the third position of the POSN. Enter a slash (/) in the next box.

(c) If the individual is assigned to a special category 999 series, enter a slash (/) in the next box.

(3) Duty military occupational specialty (Duty MOS)/position specialty code (Duty PSC). Find the authorized MOS/PSC on the UMR for which the individual will be performing duties. If the individual is not assigned to an authorized position and is being reported in special category position number 9990, 9991 or 9993, determine the duty MOS or duty specialty using AR 611-201, AR 611-101, or AR 611-112 that is closely related to the duties being performed by the individual. Enter the five character MOS/PSC as the Duty MOS/PSC (enter the number 0 in the fourth position of the MOS if the Duty MOS is one in which the individual is receiving on-the-job training (OJT)). If the Duty MOS/PSC does not have five characters, use the following procedures as applicable.

(a) Commissioned officer (No secondary position specialty code). Enter the number 00 in the last two position of the PSC if the Duty PSC does not have a secondary position specialty code. Enter a slash (/) in the next box.

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